**Job Description: Science Technician**

**Post Description**

* 1. **Type of Post Support Staff**
  2. **Grade 4**
  3. **Faculty Human Sciences**
  4. **Line Manager Science Technician (Team Leader)**
  5. **Operational Manager Head of Faculty**
  6. **Post Holder**

* 1. **Issue Date June 2017**

**Job Purpose**

To provide qualified laboratory technician support to the Biology Curriculum area including Btec Science. Also providing support to other curriculum areas (ie Physics and Chemistry) as and when required.

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| The information given within the Job Description is intended to provide the postholder, and college managers, with an understanding and appreciation of the workload of this particular post and its role within Bilborough College.  The Job Description outlines the main duties and responsibilities under broad headings. It is not intended to specify every job activity or item in detail.  All college employees are expected to work flexibly to ensure that the responsibilities of their post are fulfilled efficiently and effectively according to the needs of the college and its students. |

**Main Duties and Responsibilities**

The post holder will be expected to work flexibly as a member of a team of technicians.

The specific roles and responsibilities of Science Technicians include the following: -

1. Preparing and clearing away the materials, stock and apparatus required for demonstrations and for practical work.
2. Setting up and testing demonstration experiments and practicals and ensuring that they will work satisfactorily.
3. Cleaning of apparatus, (e.g. glassware), used by teaching staff, and by students if it is difficult or dangerous.
4. Maintaining apparatus and equipment in good working order, and carrying out repairs within the capabilities of the technician.
5. Construction and/or modification of laboratory apparatus, including maintaining a good stock of necessary materials for their construction.
6. Testing new experiments, and assisting in devising new practical work.
7. Safe disposal of waste materials, in accordance with Health and Safety Regulations.
8. Inspection, maintenance, and correct use of safety equipment.
9. Keeping legal records of hazardous materials, (flammables, radioactive material etc. as required by COSHH regulations).
10. To work with Teaching Staff to maintain up to date Risk Assessments.
11. When trained, first aid treatment of minor laboratory injuries, and the maintenance of first aid equipment in the laboratory area.
12. Operating a cost-effective and efficient stocking system. Obtaining quotations and checking deliveries, making petty cash purchases. Safe transport and distribution of all items.
13. Keeping the laboratory and prep-room areas tidy, ensuring clear and efficient storage of materials and equipment.
14. Operating laboratory documentation systems (cataloguing, filing, worksheets etc.).
15. Being responsible for the maintenance and upkeep of the Science Laboratories, and advising in any improvements which can be made in this respect.
16. To support science technicians in other science subject areas (ie Physics or Electronics) as and when required.
17. To support the Reprographics and General Technician Team as and when required.

**General Duties and Personal Responsibilities**

1. All members of staff have a responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for, or come into contact with. The post holder will have unsupervised contact with students on a daily basis. The post holder will not be authorised to use physical intervention techniques unless specifically identified and authorised by the Principal under the Physical intervention Code of Practice. Such authorisation may be on a permanent or long term basis relative to the nature of the person’s job, or short term for a specific event, e.g. a college trip. The people concerned will be explicitly informed of the authorisation, to ensure they are aware of and properly understand what the authorisation entails. Training or guidance from a senior member of the teaching staff may be arranged if appropriate.

1. To act in accordance with provisions of the College Staff Code of Conduct.
2. To abide by the College Data Protection Policy.
3. To use information technology systems as required, in compliance with the College IT Policy.
4. To carry out the responsibilities of the post with due regard to all or any of the College equality and diversity policies.
5. To operate in accordance with Health and Safety Legislation, which specifies that all employees have a duty to work safely and not to put others at risk.
6. a. To be responsible for own self-development on a continuous basis, including undertaking/participating in training as appropriate.

b. To be responsible for the professional review / appraisal, and training and development of staff under your line management.

1. To comply with and follow all other college policies and procedures in force (available on the college intranet) and also with the conditions of service stipulated within the contract of employment.
2. To contribute to divisional, section wide and whole college activities and arrangements as appropriate and as directed by the line manager
3. To undertake such other duties as the college management shall deem appropriate for the level of responsibility involved.

##### Terms and Conditions – as detailed in the contract of employment

**Person Specification: Science Technician**

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|  | | Assessed at:  Shortlisting (S) Interview (I)  Both (SI) | Weighting to show relative importance:  Low (1)  Medium (2)  High (3) |
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| **A. SKILLS AND ABILITIES** | | | |
| **Essential** | Good scientific practical ability | SI | 3 |
| Good numeracy and literacy skills | SI | 3 |
| Ability to use standard laboratory equipment (eg oscilloscopes, function generators) | S | 3 |
| Willingness to work in other science subject areas (Physics, Chemistry, Btec Science) | SI | 3 |
| An awareness of laboratory health and safety issues including COSHH | I | 3 |
| Good planning and organisational skills | SI | 3 |
| Good communication skills | I | 3 |
| Ability to work as part of a team | I | 3 |
| Ability to work under pressure | I | 3 |
| Ability to prioritise workload | I | 3 |
| **Desirable** | Good IT skills | I | 2 |
| Ability to repair and maintain basic Biology apparatus at short notice | SI | 2 |
| Laboratory health and safety training | S | 2 |
| B. EXPERIENCE AND KNOWLEDGE | | | |
| **Essential** | Previous practical laboratory experience, although not necessarily in education | S | 3 |
| A willingness to support students in developing their laboratory skills | I | 2 |
| A commitment to ensuring the promotion of equality, diversity and inclusion | SI | 3 |
| **Desirable** | Experience of working with 16-18 year olds | SI | 1 |
| Some experience of Biology practical work at A level | S | 2 |
| C. LEVEL OF QUALIFICATION | | | |
| **Essential:** | A-Level Biology or level 3 science qualification | S | 3 |
| **Desirable** | Level 3 qualification | S | 2 |

**NOTE -** if the applicant is short listed any relevant issues arising from his/her references will be taken up at interview (if, at the time of the interview, references are not available, e.g. due to late receipt or not yet taken in accordance with the applicant’s request, any issues relating to references will be raised with the applicant at a later date as appropriate but prior to appointment).